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IMMEDIATELY

UM SPONSORS PROGRAM FOR SECRETARIES APRIL 23

In observance of Secretaries' Day, Friday, April 23, the Center for Continuing Education at the University of Montana will sponsor a program and office-team luncheon at the Village Motor Inn.

Pamela Sue Spencer, acting director of the center, will moderate the program which, she says, is intended to recognize the secretary's integral role within an organization and to promote professional development and training.

The sessions, which will run from 10 a.m. to 3 p.m., will cover areas vital to efficient office operations. Topics include the professional image, telephone calls, public relations and office etiquette, mail, postage, the impact of the working wife and mother upon the family and the job, assertiveness versus aggressive-ness in the office, and intra-office relations.

Dr. Joyce Gale, Western Montana Mental Health Center, will be the noon luncheon speaker. Her talk is titled "The Working Wife and Mother: Our Phil Donahue Session."

Other speakers on the program are Mary Ellen Campbell, UM Department of Management; Paul Chism, U.S. Postal Service; Connie Bullis, UM Department of Interpersonal Communication; and Dr. Robert Crow, Montana University Affiliated Programs.

The fee for the program is \$25 for each secretary, which includes the luncheon. Supervisors are encouraged to join their secretaries for the luncheon. The cost for supervisors is \$8.

Spencer said the number of participants who can be accepted for the program is limited, so secretaries who wish to attend should make reservations early with the Center for Continuing Education, Main Hall 125, 243-2900.